

Request to Post Court Information on the Internet

Submitted to the Indiana Supreme Court Division of State Court Administration pursuant to Trial Rule 77(K)*

You must complete this form regardless of prior approval!

Important Note: Pursuant to Administrative Rule 9, a vendor who will be accessing court information under this request must execute a Bulk Data User Agreement with the Division of State Court Administration before this request may be approved and before any court information may be released to that vendor.

For questions related to this form, please contact the Division of State Court Administration at (317) 232-2542. All materials should be submitted to the Division of State Court Administration, 115 West Washington Street, Suite 1080, Indianapolis, IN 46204, or by fax to (317) 233-6586.

County: _____ Date of Request: ____ / ____ / 2006

Clerk: _____ Vendor (if any): _____

Requestor Name: _____ Phone Number (____) _____

Requestor E-Mail Address: _____ @ _____

Requestor Address: _____

Requestor Office/Position/Title: _____

Section 1- For Renewals Only:

Date information was first posted to Internet: ____ / ____ / ____

Name of Vendor: _____

List specific costs associated with the posting of information electronically (please list with dollar amounts):

List the responsible party for each of these costs:

Is Internet access available at all times or only during particular hours? _____

Please provide the following details for any and all revenues generated from the posting of court records to the Internet:

revenues generated in 2005 \$ _____

Fund/account revenues are deposited to: _____

Expected revenues for 2006: \$ _____

If your vendor and pricing structure remain the same as in your initial application and if the information you are posting is the same as in your initial application, you need not complete the next section. If your vendor, pricing or information posted has changed, you must indicate changes in the next section.

Section 2- For New Postings or Change of Information:
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Pursuant to Trial Rule 77(I), I, _____, Clerk of _____ County, with the consent of a majority of the judges of courts of record in the county request to post electronic court information on the Internet as set out below.

Proposed start date for posting electronic information: _____ / _____ / _____

Name of Vendor (if any): _____

List specific costs associated with the posting of information electronically (please list with dollar amounts):

List the responsible party for each of these costs:

Will Internet access be available at all times or only during particular hours? _____

Please provide the following details for any and all revenues that are expected to be generated from the posting of court records to the Internet:

Fund/account revenues will be deposited to: _____

Expected revenues for 2006: \$ _____

*** *Please provide samples of web pages or screen prints.* ***

Who will be able to access the electronic information? (check those that apply)

- ☐ general public only (ie. no subscribers, all users have same access)
- ☐ subscribers only (ie. no general public access, all users must be registered)
- ☐ both subscribers and general public (ie. more information available to registered users, but some information available to general public access)
- ☐ other (please describe access):

If your system requires subscriptions, will there be a subscriber agreement? If yes, please attach the subscriber agreement to this document, and answer the following questions.

☐ Yes ☐ No

Is there a cost for subscription? ☐ Yes ☐ No If yes, how much? _____

What information may a **subscriber** obtain electronically?

Is there an additional cost for **subscribers** to access specific records? ☐ Yes ☐ No

If yes, how much is the cost to **subscribers** and how is it assessed (per record, per search, etc.)?

Can the **general public** access specific case records? ☐ Yes ☐ No

What information may the **general public** obtain electronically?

Is there an additional cost for the **general public** to access specific records? ☐ Yes ☐ No

If yes, how much is the cost for the **general public** and how is it assessed (per record, per search, etc.)?

How will the clerk/court monitor subscriber/vendor relations, who is responsible for audits and oversight, how often are audits reported to the courts?

What means will be used to terminate access if a subscriber or vendor misuses or violates the agreement, who will implement the termination, are there other consequences besides termination of access (list any), and are there any safeguards in place to prevent misuse of the system?

What information do you plan to include on your site? (choose all that apply)

General Public Access	Subscriber Only Access	
<input type="checkbox"/>	<input type="checkbox"/>	Courthouse Information (driving directions, parking, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Court Information (address, phone numbers, general hours, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Judge Information (biographical, jurisdiction, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Index
<input type="checkbox"/>	<input type="checkbox"/>	CCS
<input type="checkbox"/>	<input type="checkbox"/>	RJO
<input type="checkbox"/>	<input type="checkbox"/>	File Documents
<input type="checkbox"/>	<input type="checkbox"/>	Scanned Images from Cases (documents filed with clerk or court, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Court Calendar
<input type="checkbox"/>	<input type="checkbox"/>	Forms (Ability to File Documents and Information)
<input type="checkbox"/>	<input type="checkbox"/>	Self-Help Information
<input type="checkbox"/>	<input type="checkbox"/>	Other (please describe below)

If you selected other, please describe: _____

How often will the site be updated and by what means (vendor or court/county staff)?

In addition to confidential information under Administrative Rule 9, is there particular information that will be redacted or that will not otherwise be available to the **general public**?

☐ Yes ☐ No

Describe: _____

In addition to confidential information under Administrative Rule 9, is there particular information that will be redacted or that will not otherwise be available to **subscribers**?

☐ Yes ☐ No

Describe: _____

Will the information published to the Internet come directly from the court's case management system or will the information be transferred to a vendor's server? (NOTE: If information is transferred to a vendor's server, the vendor **must** have a valid Bulk Data User Agreement on file with the Division of State Court Administration prior to receiving any information from the court's case management system).

Please explain: _____

Please describe, in detail, what kind of security process will be used to safeguard court information that is posted to the Internet, as well as the court information/case management system on the court's own server: _____

Please provide details on your plan and/or procedure for updating the site, including the individual(s) responsible for checking information posted to the Internet, how frequently the information is reviewed, and how often updates to the web site are reported to the courts for approval of the updates: _____

Section 3 – Required For All Requests

I certify that the abovementioned information is accurate and complete, and that all information will be posted in compliance with Administrative Rule 9 and Trial Rule 77 (K). A consent with a majority of the judges of courts of record must be attached to this request.

Requestor's Name (Please Print)

Requestor's Signature

Date

Trial Rule 77(K) Electronic Posting of Court Records. The clerk, with the consent of the majority of the judges in the courts of record, may make court records, including but not limited to the chronological case summary, record of judgments and orders, index, and case file, available to the public through remote electronic access such as the Internet or other electronic method. The records to be posted, the specific information that is to be included, its format, pricing structure, if any, method of dissemination, and any subsequent changes thereto must be approved by the Division of State Court Administration under the direction of the Supreme Court of Indiana. Such availability of court records shall be subject to applicable laws regarding confidentiality.

Administrative Rule 9(K) Contracts with Vendors Providing Information Technology Services Regarding Court Records. (1) If a court or other private or governmental entity contracts with a vendor to provide information technology support to gather, store, or make accessible court records, the contract will require the vendor to comply with the intent and provisions of this access policy. For purposes of this section, the term "vendor" also includes a state, county or local governmental agency that provides information technology services to a court.

(2) Each contract shall require the vendor to assist the court in its role of educating litigants and the public about this rule. The vendor shall also be responsible for training its employees and subcontractors about the provisions of this rule.

(3) Each contract shall prohibit vendors from disseminating bulk or compiled information, without first obtaining approval as required by this Rule.

(4) Each contract shall require the vendor to acknowledge that court records remain the property of the court and are subject to the directions and orders of the court with respect to the handling and access to the court records, as well as the provisions of this rule.

(5) These requirements are in addition to those otherwise imposed by law.